



Bid Number 50-00132743

**TWO (2) YEAR CONTRACT TO PERFORM GRASS CUTTING AND
LANDSCAPE MAINTENANCE AT THE
JEFFERSON PERFORMING ARTS CENTER FOR THE
JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES**

BID DUE: December 3, 2020 at 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Jefferson Parish Government buildings are open to the public. Due to COVID-19 safety precautions, all visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

All bids will be publicly opened at the West Bank location and via teleconference at 2:30 p.m., by calling the following number:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Manually-submitted bids will only be accepted until October 31, 2020 for bids opening before November 1, 2020. Bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured:

Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link:
<https://www.centrauctionhouse.com/registration.php>.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

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TWO (2) YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER

Section 1.0 – Site Visit:

All prospective bidders can schedule a site visit by contacting Ryan Babcock with the Department of General Services at (504)364-2675.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, delivery, equipment, transportation, fuel, and all other incidentals necessary to provide a two (2) year contract to perform the following at the Jefferson Performing Arts Center located at 6400 Airline Drive, Metairie, LA 70003 for the Department of General Services:

<ul style="list-style-type: none">• Grass Cutting• Weed eating• Trimming• Edging• Weed Control• Blowing	<ul style="list-style-type: none">• Trash and Debris Removal• Mulch Placement• Annual flower replacement• Automatic Irrigation System Repairs• Chemical Application
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Section 3.0 – Performance Bond:

A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

Section 4.0 – License:

A copy of the front and if applicable a copy of the back of all licenses, certifications, and endorsements listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

4.1 License(s) issued by the Louisiana State Licensing Board for Contractors:

- Commercial License
- Specialty License in landscaping, grading and beautification

4.2 License issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Landscape Horticulturist License
- Commercial Pesticide Applicator
- Irrigation Contractor License
- Category 6 Right-of-Way & Industrial Pest License
- Category 3 Ornamental & Turf Pest Control License

Note:

- All employees performing chemical and pesticide applications in and around parish buildings shall carry their Louisiana Department of Agriculture and Forestry commercial pesticide applicator license card on them at all times.
- On February 1st of each year during this contract the successful bidder shall supply an updated copy of all licenses, certifications, and endorsements listed above to the Department of General Services.

Section 5.0 – Quantities/Inspections:

Bidders must inspect the site and perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

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Section 6.0 – Bid Specifications:**6.1 – Instructions to Bidders:****A: Debris and Trash:**

- Any non-organic or manmade debris that is not part of or obstructs the area to be maintained by the successful bidders, is considered to be trash and will be removed prior to the start of any work.
- The successful bidders shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers and equipment will not be permitted.

B: Repair/Replacement:

- Incidental repair items are included in this bid. All bidders shall price the incidental items on the bid form for the possibility of providing and installing the items during the life of the contract
- There is no minimum quantity of each item that may be required during the contract.
- All incidental items on the contract will require prior approval and a purchase order issued by the Jefferson Parish Department of General Services prior to work beginning.
- Failure to receive a purchase order prior to work beginning may be cause for non-payment of invoice for services.
- Whenever possible, the successful bidders shall supply the same manufacturer and product number of any incidental items repaired or replaces.
- All incidentals item pricing shall include all freight, taxes, labor, tools, additional soil, mulch, and all supplies needed properly install each item.

C: Equipment Requirements:

- The successful bidder shall determine the proper equipment needed to perform all work listed in this contract.
- The bid shall include equipment, operators, fuel, maintenance and transportation.
- All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame.
- Continual breakdown, repairs or work stoppage due to equipment failure will not be permitted.
- Any damage that occurs to the Site related to faulty equipment shall be repaired immediately at the successful bidder's expense.

D: Work Compliance:

- The proposed work must comply with OSHA, DOT, Jefferson Parish and any other applicable agency requirements and regulations regarding this variety of work.

E: Maintenance Reports:

- Within two working days of completing any service the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Check List

Form" (See attachment "A") to the Department of General Services. A list of e-mail addresses will be provided to the successful bidder at the "Start of Work Conference".

F: Inspections:

- Frequent inspections of the work area shall be made by Jefferson Parish personnel to determine the acceptance of the work performed.
- In the event the work is considered unacceptable, the successful bidder will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within three (3) days of the notification from Jefferson Parish.
- There will be no additional charges to Jefferson Parish for this work.
- The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation.
- Every month a required walkthrough of the Site will be part of this bid.
- Every month the successful bidder's manager and the job superintendent will walk all portions of the site with a Jefferson Parish representative to monitor the condition of the site.

G: Damages:

- The successful bidder shall be responsible for providing safe and expedient movement of traffic through the Site.
- The successful bidder must have in place prior to starting any work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed.

H: Excessive Down Time:

- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any mark-up of wholesale or dealers invoice cost.

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6.2 - Grass cutting Frequency:

- The entire site shall have the grass cut at the following frequency: See Attachment "B" for location
 - March 1 through October 31
 - One (1) cut per every seven (7) days or once every week for a total of 35 cuts per year during this time frame.
 - November 1 through February 28 (or 29)
 - One (1) cut per every fourteen (14) days or once every two (2) weeks for a total of 8 cuts per year during this time frame.
- A total of 43 cuts shall be required per year.
- In the event of inclement weather or ground saturation, services will be rescheduled and performed the next day. If services are not able to be performed the next day the successful bidder shall notify the department representative when the services will be re-scheduled for.

6.3 Grass cutting and landscaping:

The following shall be performed at each visit:

A: Grass Cutting:

- All trash shall be removed prior to grass cutting.
- The turf areas of the site shall maintained at a cut height between 1-1/2 inches and 2 inches of grass blade exposure.
- Grass cutting shall be performed in a manner to leave the site with a smooth, level cut on the turf, conforming to the existing grade.
- No gouging, scalping or similar actions shall be permitted.
- Grass cutting may be accomplished by utilizing ride-on or push mowing units.
- In constricted areas where a push type mower will not fit, a weed eater shall be allowed.
- In the event an area is un-accessible by conventional riding or push lawn mowing equipment due to excessive water, etc. the successful bidder shall utilize other types of lawn care equipment that will not damage or rut the existing turf area.
- It is the successful bidder's responsibility to determine the type of equipment to be used.

B: Weed Eating:

- Grass areas around all existing fixed features, including but not limited to, signs, mow curbs (concrete bed edging), walls, light poles, fire hydrants, drains, manholes and utilities may be cut using a mechanical trimmer.
- Spraying of chemicals will not be allowed around any hard surface.
- These areas shall be cut to an approximate height of 1 inch of grass blade exposure and in a 24 inch diameter around all objects.
- Weed eating will not be allowed around any trees or plant material where damage may occur to the bark or the trunk of the plant or tree.
- Spraying shall only be allowed within a 12 inch diameter around properly mulched trees for the purpose of weed control.

C: Edging:

- At all locations, where grass areas meet surface paving whether it be concrete, asphalt, or some other paving type, the grass shall be edged.
- Herbicides may not be used to control grass growth where grass and a paved surface meet.
- Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging.
- A minimum depth of 1 inch shall remain along and below the top of all hard surface upon completion of edging in order to retard the continued growth of the grass.
- Edging shall be performed with a stick or walk behind edger with a metal or equivalent blade only.
- Mechanical weed eaters shall not be used for edging.
- The frequency of edging shall be the same as mowing such that no part of the grass growth shall extend over the hard surface more than 1 1/2 inches in length.

D: Weed Control:

- Weed control shall be performed as needed whereas no weeds are visible within the designated site.
- Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner as to leave clean lines around all areas that will be affected.
- Spraying around trees will be a 12 inch diameter from trunk of tree and be covered by mulch.
- Spraying around other obstructions such as signs, fire hydrants, light poles and the like will not be allowed.
- Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of 5 mph.
- Weeds in all cracks and joints in all paved surfaces including streets, curbs/gutters, parking areas, and walkways shall only be removed by spraying.
- Spraying will not be allowed where a hard surface meets the edge of lawn.
- Spot spraying of weeds inside of beds areas will be allowed as long as proper precaution is taken when applying the non-selective herbicide.
- Any damage to the plant material as a result of spot spraying may lead to disallowance of future applications by the successful bidder.
- Hand weed removal shall occur at each grass cutting.
- Hand weed removal will be limited primarily to garden and planted bed areas.
- A pre-emergent and post emergent herbicide program will be implemented as part of these specifications, but hand weed removal may be required periodically.
- Any removed weeds must be properly disposed of offsite.

E: Sweeping:

- In order to keep grass, leaves, smoking paraphernalia butts and other debris and trash from collecting and building up in the location of maintenance, the successful bidder will be required to sweep the areas affected by the work.
- These areas shall including all turf, bed, concrete curbs/gutters and mow curbs.
- The sweeping shall be performed immediately after each edging and cutting operation.
- The Successful bidder shall not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

F: Settlement:

- The site shall be monitored under this contract for settlement.
- Areas that require fill due to settling and erosion must be filled with a fill material that supports the weed free growth of grass and supports positive drainage.
- The fill material will be free of debris and must be graded to a smooth and level surface conforming to the surrounding grade.
- All fill costs will be as per the incidental list provided by the successful bidder.

G: Drainage

- Inspect all aspects of the drainage system located within the site including catch basins, grates and swales.
- Clean and discard any blockages as necessary. Clogged or broken drain lines, or defects in catch basins are to be reported to the Jefferson Parish Streets Department as soon as they are discovered.

6.4 - Mulch Placement:

- All garden beds and around all trees shall receive bailed pine straw mulch in order to keep a minimum 4 inch thick layer.
- All bailed pine straw mulch shall be refreshed every six (6) months.
- Annual color beds shall receive cut pine straw (bag) mulch installed at a minimum depth of 4 inches immediately after annual color installation.
- The first mulch application will be the first week of November once the maintenance contract starts.
- The second application shall be the first week of May.
- Only mulch free of debris and trash shall be permitted.
- Mulch for tree rings outside of the landscape beds shall be 36" in diameter from the trunk of the tree.
- Mulch shall be set down level and not in a pyramidal fashion around base of tree.

6.5 - Annual Color Replacement:

- Successful Bidder shall take one (1) soil sample per year (Jefferson Parish will determine the date and time of this sample).
- Soil amendments, if required, will be specified by Jefferson Parish and furnished and installed by the successful bidder.
- The annuals shall be removed and replaced during the first week of the following months: March, July, and November.
- As part of this contract, it will be the successful bidder's responsibility to deliver and install the annuals to the job site.
- Jefferson Parish will select the type of annual and flower color(s) prior to the order being placed.
- The successful bidder shall supply and install 526 6-inch annual plants at each replacement.
- The Department of General Services representative and the Parish Horticulturist will provide the location of all annual flowers.
- The successful bidder shall replace any annual color harmed as a result of faults in the irrigation system or lack of disease, fungus, or insect control.
- The successful bidder shall be responsible for ensuring the irrigation system is in proper operating condition before and after annual color installation.
- The successful bidder is responsible for all insect control, disease control, and fertilization of annuals.
- The programs for each of these shall be approved by Jefferson Parish prior to planting.
- The successful bidder shall be responsible for the turn-key planting of all annuals.

Note:

At the description of Jefferson Parish, the variety of annual color to be provided might be specified as a large growing product. The size or spacing of some larger varieties of annual color will result in planting of fewer pots than specified. In the event the number of annual color pots is reduced, a deduction from that month's invoice will be calculated based upon the unit price per pot listed on the incidental material list for each item.

6.6 - Dead Plant Replacement:

- Replacement of plants, not including trees, located within the maintenance site is required to be performed by the successful bidder.
- The timely replacement is critical to the overall look of the site.
- The successful bidder must replace any plant discovered to be dead, or nearly dead, during the grass cutting and landscaping visits.
- The prolonged existence of dead plant material will not be allowed.
- The replacement plants size shall match surrounding plant material of the same species.
- Any dead, or dying, trees shall be reported via e-mail to the Jefferson Parish Department of General Services and the Jefferson Parish Parkways Department.
- All shrub replacement costs will be as per the incidental list provided by the successful bidder.
- When pricing the incidental cost of replacing dead plants, flowers, trees, etc. the successful bidder shall include in their price all materials, freight, labor, soil, mulch, and incidentals in the cost of the replacement.
- Plant replacement costs shall be submitted with the monthly invoice.

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6.7 - Automatic Irrigation:

- The maintenance and repair of the existing irrigation system shall be part of this contract.
- Irrigation system shall be inspected monthly for proper operation.
- This system provides separate zone irrigation for all turf, bed and annual planting areas.
- It shall be the successful bidder's responsibility to ensure all components of these irrigation systems are operational at all times.
- These tasks include, but may not be limited to, replacement of heads/nozzles, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies.
- All irrigation repair costs shall be as per all pricing listed on the incidental list provided by the successful bidder and shall be performed within two working days of the issue being discovered by the successful bidder and/or the Owner.
- The successful bidder shall receive a separate purchase order prior to any work being performed.
- Any adjustment of the controller and/or aiming irrigation heads is not considered an incidental item and shall be included in the base bid price.
- It is the successful bidder's responsibility to ensure the irrigation system is in proper working order prior to annual color replacement and/or the application of any chemicals as outlines in these specifications.
- Failure to ensure proper operation of the system may result in harm to the landscape materials.
- Any damage to the landscape that occurs because of improper watering shall be repaired at the successful bidder's expense.
- The successful bidder is also responsible for setting the controller accordingly (before and after) to coincide with each annual color replacement and chemical applications.

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6.8 - Tree Trimming:

- Trees within the designated Site shall be properly trimmed in accordance with standard practices.
- Trees with low hanging branches shall be trimmed to a minimum height of five feet above ground level, where applicable.
- All dead or broken branches from all trees shall be trimmed as soon as it is noticed.
- This includes damage caused by wind and or cold (excludes named storms).
- All ornamental trees are to be cut back in February of each year to allow for new, healthy growth, and to maintain an “umbrella” shaped tree.
- No topping of ornamental trees will be allowed.
- Any growth extending six inches beyond the main trunk of the tree, and within five feet of the ground level, is considered to be sucker growth that must be removed.
- Tree trimming shall occur on an as needed basis, but no less than two (2) times per year.
- Should the successful bidder observe a heavily damaged or dead tree, by no fault of his performance, they shall immediately report the tree to the Jefferson Parish Department of General Services.
- Field input from the Jefferson Parish arborist and horticulturist will assist with any questions the successful bidder may have regarding tree trimming.
- Emergency tree trimming may be required due to named storm damage.
- Emergency trimming due to named storm damage shall be considered an additional service not included in this contract.
- The successful bidder shall assess all damage and submit a quote for the removal of the tree(s) to the Department of General Services.

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6.9 - Shrub and Vine Pruning:

- All shrubs and vines shall be trimmed or pruned to have a massing effect.
- Massing effect shall be achieved by regular pruning and shaping of the shrubs and vines so they are natural in shape, but with no “stray” branches.
- Shrubs shall be pruned after blooming each season to promote new growth.
- This may entail removing an entire limb, branch or frond, and may require removal of a part of a limb, branch or frond.
- At each visit the successful bidder shall remove all poisonous vines from the property.
- Shrub pruning due to excessive wind and or cold (excluding named storms) may be required, and is considered part of this contract.
- Field input from the Jefferson Parish horticulturist will assist with any questions the successful bidder may have regarding shrub pruning.
- Pruning and trimming shall occur on an as-needed basis, but no less than six (6) times per year.
- Emergency shrub pruning may be required due to named storm damage.

6.10 - Incidental Sod Repair:

- Incidental sod repair shall be included in this bid.
- Incidental sod repair shall include:
 - Straight line cutting out of existing turf areas
 - Grubbing all non-native materials
 - Adding pump sand as needed to bring newly installed sod to the same elevation as surround turf area.
- Pump sand shall be feathered in joints of new turf to create a smooth transition.
- Additional excavation may be required in order for new turf to meet the elevation of existing turf.
- All existing drainage slopes shall be maintained.

6.11 - Turf Fertilization:

- Slow release turf fertilizers shall be applied three (3) times per year.
- Granular slow release fertilizer shall be applied during the first weeks of April, June and August.
- Each application shall provide (1 pound of nitrogen per every 1,000 SF of turf area).
Apply 32-3-12, 24-2-11, 15-5-15 or equal fertilizer with 40% - 50% X.C.U, S.C.U.

Example:

50 Lb. Bag of 32-3-12 covers 16,000 Sq. Feet
50 Lb. Bag of 24-2-11 covers 12,000 Sq. Feet
50 Lb. Bag of 15-5-15 covers 7,500 Sq. Feet

6.12 - Bed Fertilization:

- An 8-12 month slow feed slow release bed fertilizer shall be applied to all beds in March each year of the contract.

6.13 - Barricade Turf Pre-Emerge:

- Barricade 65 WG or liquid formulation turf pre-emerge shall be applied two (2) times per year.
- The first application shall take place January thru February and second application September thru October.
- The manufacturer's rate shall be split between the two applications.

6.14 - Freehand Bed Pre-Emerge:

- Freehand pre-emerge herbicide shall be applied three (3) times per year.
- First application shall take place in February, the second application shall be in June and the third application in October.

6.15 - Pest Control (Turf and Beds):

- Granular Top choice insecticide shall be applied in all turf and bed areas in May each year.

6.16 - Pest Control (Beds only):

- Granular Merit 0.5G shall be applied to all planting beds in March of each year.

6.17 - Fungicide (Beds):

- Heritage fungicide shall be applied to all planting beds two (2) times per year.
- The first application shall be in March and the second application shall be in September.

6.18 - Post Emerge (Beds/Pebble/Limestone, As Needed):

- The Successful Bidder shall be responsible for keeping the beds and all rock areas free of weeds at all times.
- In the event any weeds break through the pre-emerge and/or filter fabric (rock areas), and are too abundant for hand removal, the successful bidder shall implement a post emerge program.

6.19 - Post Emerge (Turf):

- Turf areas shall be kept free of weeds at all times.
- A post emerge system shall be implement and applied three times per year to prevent grassy weed, broadleaf and nutsedge.
- The first application shall be January thru April, the second application June and July, and the third application September and October.

Note:

At the discretion of Jefferson Parish, products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the successful bidder. All chemical applications shall be measured per the manufacturer recommended rate of application.

Section 7.0 – Notifications:

Upon each visit to the site a representative of the successful bidder shall sign in with security at the entrance to the building.

Section 8.0 Working Hours:

The work that is to be performed can be scheduled during normal working hours Monday thru Friday, 7:00 a.m. thru 4:00 p.m.

Section 9.0 – Contract Terms:

The terms of this contract shall be for two years, expiring at midnight on the day immediately preceding the second anniversary thereof. Jefferson Parish reserves the right to extend the contract for one (1) additional year upon mutual written agreement of the parties.

Section 10.0 – Safety Precautions:

Safety precautions must be exercised at all times to safeguard the welfare and safety of the people while any work is being performed.

Section 11.0 – Start of Work Conference and Notice to Proceed:

A "Start of Work Conference" shall be held between the successful bidder and the owner prior to any work commencing.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

Attachment "A"

DEPARTMENT OF GENERAL SERVICES MONTHLY GRASS CUTTING, LANDSCAPING, AND CHEMICAL APPLICATION FORM			
Building Name: Jefferson Performing Arts Building		Date and Time of Service:	
Lawn Care Specialist Name:		Chemical Applicator License #:	
GRASS CUTTING, LAWN MAINTENANCE, AND LANDSCAPING REQUIRED AT EACH VISIT			
	Yes	No	Comments
Remove and dispose of all litter, cigarette butts, and debris			
Remove weeds and grass from cracks in sidewalks, driveways, parking lots, planting beds			
Mow all lawn areas			
Edging of sidewalks and curbs			
Weed eating around property			
Blowing down of property			
Remove grass clippings			
Prune and shape groundcover			
Chemically treat grass and weeds in sidewalk			
Chemically treat planting beds			
Apply ant bait (as needed)			
Hand weed planting beds			
Inspect irrigation system for proper operation			
LANDSCAPING, AND HORTICULTURE SERVICES PERFORMED			
Shape and prune shrubs, hedges, bushes, and vines (Every other month)			
Install mulch (1st week of November and May)			
Trim trees February and August)			
CHEMICAL TREATMENTS PERFORMED			
Fertilize Turf (April, June, August)			
Fertilize Planting Beds (March)			
Apply Pre-Emerge			
Apply Post-Emerge			
Pest Control Turf and Beds			
Apply Fungicide			
PRODUCTS USED			
Product	EPA Number	Ratio	Amount Used
Print Technician Name who performed Work:		Technician Signature:	
Print Owner Representative Name:			

Attachment "B"



**INVITATION TO BID
THIS IS NOT AN ORDER**

DATE: 10/27/2020

Page: 1

BID NO.: 50-00132743

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: MOvalle@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 12/03/2020 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 AND VIA TELECONFERENCE (DIAL-IN AT (504) 323-1800, (MEETING ID: 181357) At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA – R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

DATE: 10/27/2020

BID NO.: 50-00132743

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All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and, unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

3,4,5,6,8,10,11,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON-PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

BID NO.: 50-00132743

BID FORM
Non-Public Works**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12-month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the electronic envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES		
1	24.00	MO	0010 - LANDSCAPE MAINTENANCE - TWO (2) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE PER THE ATTACHED SPECIFICATIONS AT THE JEFFERSON PERFORMING ARTS CENTER FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES		
2	2,000.00	SQFT	0020 - GRANULAR FERTILIZER APPLICATION ONLY (BED AREA)		
3	1.00	SQFT	0030 - GRANULAR FERTILIZER APPLICATION ONLY (LAWN AREA)		
4	1.00	SQFT	0040 - LIQUID FERTILIZER APPLICATION ONLY (BED AREA)		
5	1.00	SQFT	0050 - LIQUID FERTILIZER APPLICATION ONLY (LAWN AREA)		
6	1.00	SQFT	0060 - GRANULAR FERTILIZER 15-5-15 - 40%-50% S.C.U. (PRODUCT ONLY) APPLICATION: 200 LBS. PER ACRE		
7	1.00	SQFT	0070 - MILOGRANITE 6/2/0 CLASSIC GRANULAR (PRODUCT ONLY) APPLICATION: 400 LBS. PER ACRE		
8	1.00	SQFT	0080 - REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY) APPLICATION: 66 OZ. PER 1,000 SF		
9	1.00	SQFT	0090 - REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY) APPLICATION: 44 OZ. PER 1,000 SF		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	SQFT	0100 - REGAL ENSEMBLE WITH SHAMROCK 0-20-0 LIQUID (PRODUCT ONLY) APPLICATION: 66 OZ. PER 1,000 SF		
11	1.00	SQFT	0110 - REGAL ENSEMBLE WITH SHAMROCK 0-20-0 LIQUID (PRODUCT ONLY) APPLICATION: 44 OZ. PER 1,000 SF		
12	1.00	SQFT	0120 - MONSANTO CERTAINTY LIQUID (PRODUCT ONLY) APPLICATION: 1.25 OZ. PER ACRE		
13	1.00	SQFT	0130 - PBI GORDON TRIMEC BENTGRASS LIQUID (PRODUCT ONLY) APPLICATION: HIGH RATE PER MANUFACTURER		
14	1.00	SQFT	0140 - DOLOMITIC LIME GRANULAR (PRODUCT ONLY) APPLICATION: 2,000 LBS. PER ACRE		
15	1.00	SQFT	0150 - GRANULAR GYPSUM (PRODUCT ONLY) APPLICATION: 2,000 LBS. PER ACRE		
16	1,000.00	SQFT	0160 - ELEMENTAL SULFU GRANULAR (PRODUCT ONLY) APPLICATION: 4 LBS. PER 1,000 SF		
17	1.00	SQFT	0170 - PILLAR G GRANULAR FUNGICIDE (PRODUCT ONLY) APPLICATION: 3 LBS. PER 1,000 SF		
18	1.00	EA	0180 - SOIL SAMPLE (GOLF COURSE SAMPLE)		
19	1.00	EA	0190 - PLANT TISSUE SAMPLE		
20	1.00	SQFT	0200 - GRANULAR TALSTAR (PRODUCT ONLY)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	1.00	SQFT	APPLICATION: 4 LBS. PER 1,000 SF 0210 - LIQUID TALSTAR (PRODUCT ONLY)		
22	1.00	SQFT	APPLICATION: 1 OZ. PER 1,000 SF 0220 - GRANULAR 32-3-12 SLOW RELEASE FERTILIZER 40%-50% XCU (PRODUCT ONLY) APPLICATION: 150 LBS. PER ACRE		
23	1.00	SQFT	0230 - FUSILADE II (PRODUCT ONLY) APPLICATION: 24 OZ. PER ACRE		
24	1.00	SQFT	0240 - IMAGE 70 DG (PRODUCT ONLY) APPLICATION: 11 OZ. PER ACRE		
25	1.00	SQFT	0250 - ROUND-UP PRO (PRODUCT ONLY) APPLICATION: RATE PER MANUFACTURER		
26	1.00	SQFT	0260 - SUBDUE MAXX FUNGICIDE FOR DRENCH (PRODUCT ONLY) APPLICATION: RATE PER MANUFACTURER		
27	1.00	SQFT	0270 - REGAL CONSYST FUNGICIDE (PRODUCT ONLY) APPLICATION: MANUFACTURER RATE FOR LAWN TURF		
28	1.00	SQFT	0280 - REGAL CONSYST FUNGICIDE (PRODUCT ONLY) APPLICATION: MANUFACTURER RATE FOR ORNAMENTAL PLANT		
29	1.00	SQFT	0290 - REGAL MULTIGREEN LIQUID NUTRIENT (PRODUCT ONLY) APPLICATION: MANUFACTURER HIGH RATE FOR TURF ORNAMENTAL		
30	1.00	SQFT	0300 - TREE WORLD PLANT CARE PRODUCTS PLANT SKYDD RABBIT REPELLENT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			GRANNULAR TREATMENT APPLICATION: 20 LBS. PER 12,000 SF		
31	800.00	EA	0310 - 4" POT ANNUALS INSTALLED		
32	1.00	EA	0320 - 4.5" POT ANNUALS INSTALLED		
33	1.00	EA	0330 - 6" POT ANNUALS INSTALLED		
34	1.00	EA	0340 - 1-GALLON SHRUB INSTALLED		
35	70.00	EA	0350 - 3-GALLON SHRUB INSTALLED		
36	1.00	EA	0360 - 7-GALLON SHRUB INSTALLED		
37	1.00	EA	0370 - 15-GALLON SHRUB INSTALLED		
38	5.00	CUYD	0380 - GARDEN SOIL		
39	1.00	BG	0390 - METRO MIX 852 SOIL AMENDMENT 2.8 CUBIC FEET		
40	1.00	CUYD	0400 - METRO MIX 852 SOIL AMENDMENT		
41	1.00	SQYD	0410 - CLASS A CENTIPEDE SOD		
42	1.00	SQYD	0420 - BERMUDA SOD		
43	1.00	LB	0430 - COMMON HULLED/BERMUDA SEED		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	1.00	CUYD	0440 - FILL DIRT (PUMP SAND)		
45	1.00	SQYD	0450 - BLACK MEXICAN BEACH PEBBLE (.5"-1" STONES) 3" THICKNESS		
46	1.00	EA	0460 - 1" IRRIGATION VALVE BRAND NAME: HUNTER PART NUMBER: ACC99D		
47	1.00	EA	0470 - 1.5" IRRIGATION VALVE BRAND NAME: HUNTER PART NUMBER: ACC99D		
48	1.00	EA	0480 - 2" IRRIGATION VALVE BRAND NAME: HUNTER PART NUMBER: ACC99D		
49	53.00	EA	0490 - 12" IRRIGATION POP-UP BRAND NAME: HUNTER PART NUMBER: ACC99D		
50	2.00	EA	0500 - IRRIGATION NOZZLE (MP ROTATOR) BRAND NAME: HUNTER PART NUMBER: ACC99D		
51	4.00	EA	0510 - IRRIGATION NOZZLE ADJUSTABLE SPRAY BRAND NAME: HUNTER PART NUMBER: ACC99D		
52	1.00	EA	0520 - 4" IRRIGATION POP UP BRAND NAME: HUNTER PART NUMBER: ACC99D		
53	3.00	EA	0530 - IRRIGATION NOZZLE BRAND NAME: HUNTER PART NUMBER: ACC99D		
54	2.00	EA	0540 - IRRIGATION TURF ROTOR BRAND NAME: HUNTER		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PART NUMBER: ACC99D		
55	31.00	EA	0550 - IRRIGATION VALVE DECODER (1 VALVE) BRAND NAME: HUNTER PART NUMBER: ACC99D		
56	2.00	LF	0560 - IRRIGATION MAIN LINE REPAIR		
57	1.00	EA	0570 - IRRIGATION VALVE DECODER (2 VALVE) BRAND NAME: HUNTER PART NUMBER: ACC99D		
58	1.00	LF	0580 - IRRIGATION LATERAL LINE REPAIR		
59	1.00	EA	0590 - IRRIGATION CONTROLLER BRAND NAME: HUNTER PART NUMBER: ACC99D		
60	1.00	EA	0600 - IRRIGATION CONTROLLER (DECODER) BRAND NAME: HUNTER PART NUMBER: ACC99D		
61	4.00	EA	0610 - 6" ROUND IRRIGATION VALVE BOX		
62	7.00	HR	0620 - IRRIGATION WIRE TRACKING		
63	1.00	EA	0630 - 10" ROUND IRRIGATION VALVE BOX		
64	1.00	LF	0640 - IRRIGATION 2-WIRE REPAIR OR REPLACEMENT WITH TRENCHING		
65	1.00	LF	0650 - IRRIGATION 2-WIRE REPAIR OR REPLACEMENT WITHOUT TRENCHING		
66	1.00	EA	0660 - 14" X 19" IRRIGATION VALVE BOX		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
67	22.00	EA	0670 - WATERPROOF IRRIGATION SPLICE		
68	1.00	EA	0680 - 13" X 20" IRRIGATION VALVE BOX		
69	20.00	SQFT	0690 - IRRIGATION LINE TUNNELING (UNDER 5 LF PER)		
70	1.00	EA	0700 - 13" X 24" IRRIGATION VALVE BOX		
71	1.00	SQFT	0710 - IRRIGATION LINE MACHINE BORING ((OVER 5" PER)		
72	1.00	LF	0720 - WIRE REPAIR		
73	1.00	EA	0730 - WIRELESS WEATHER SENSOR		
74	21.00	EA	0740 - WATERPROOF IRRIGATION WIRE SPLICE		
75	1.00	SQFT	0750 - 3/8" COPPER TUBING		
76	1.00	EA	0760 - HUNTER M.P. ROTOR NOZZLES		
77	1.00	LF	0770 - IRRIGATION LINE TUNNELING (UNDER 5' PER)		
78	1.00	LF	0780 - IRRIGATION LINE MACHINE BORING (OVER 5' PER)		
79	1.00	EA	0790 - NIPPLE RISERS 1/2" X 3" (FOR POP UPS)		
80	1.00	EA	0800 - NIPPLE RISERS 3/4" X 3" (FOR ROTORS)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
81	1.00	EA	0810 - SOLENOID (RAIN BIRD)		
82	15.00	EA	0820 - SOLENOID (HUNTER)		
83	1.00	SQYD	0830 - BALED PINE STRAW MULCH INSTALLATION		
84	1.00	SQFT	0840 - LONG LEAF PINE STRAW - BALE INSTALLATION		
85	20.00	SQFT	0850 - CUT PINE STRAW BAG MULCH INSTALLATION		
86	1.00	EA	0860 - RAIN BIRD 1800 6" EXTENSIONS RISERS		
87	1.00	EA	0870 - DIAPHRAM - 1" VALVE (RAIN BIRD)		
88	1.00	EA	0880 - DIAPHRAM - 1.5" VALVE (RAIN BIRD)		
89	1.00	EA	0890 - DIAPHRAM - 2" VALVE (RAIN BIRD)		
90	1.00	EA	0900 - DIAPHRAM - 1" VALVE (HUNTER)		
91	1.00	EA	0910 - DIAPHRAM - 1.5" VALVE (HUNTER)		
92	1.00	EA	0920 - DIAPHRAM - 2" VALVE (HUNTER)		
93	1.00	CUYD	0930 - EMERGENCY TREE TRIMMING (DEBRIS QUANTITY)		
94	1.00	CUYD	0940 - EMERGENCY SHRUB PRUNING (DEBRIS QUANTITY)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132743

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
95	11.00	HR	0950 - LANDSCAPE FOREMAN (HOURLY LABOR ONLY RATE)		
96	150.00	HR	0960 - LANDSCAPE LABORER (HOURLY LABOR ONLY RATE)		
97	1.00	BG	0970 - AQUASORB (50 LB BAG)		
98	1.00	SQFT	0980 - GRASS CUTTING		
99	1.00	LF	0990 - WEED EATING		
100	1.00	SQFT	1000 - WEED CONTROL		
101	1.00	SQFT	1010 - HAND WEED REMOVAL		
102	1.00	LF	1020 - EDGING		
103	1.00	SQFT	1030 - SWEEPING		
104	1.00	CUYD	1040 - EMERGENCY TREE TRIMMING		
105	1.00	CUYD	1050 - EMERGENCY SHRUB PRUNING		
106	1.00	SQFT	1060 - TURF AERATION PER 1,000 SQFT		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
 _____, (Affiant) who after being by me duly sworn, deposed and said that
 he/she is the fully authorized _____ of _____ (Entity),
 the party who submitted a bid in response to Bid Number _____, to the Parish of
 Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE☒ **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.